



**U.S. EMBASSY  
BRIDGETOWN, BARBADOS  
VACANCY ANNOUNCEMENT 13-018**

**DATE:** September 5, 2013

**OPEN TO:** All Interested Candidates

**FROM:** William White, Acting Management Officer

**POSITION:** **Public Health Specialist (HIV), CDC, FSN-11; FP-04**

**OPENING DATE:** September 5, 2013

**CLOSING DATE:** September 19, 2013

**WORK HOURS:** Full time: 40 hours/week

**SALARY**                   \*Ordinarily Resident :  
(Position Grade: FSN-11/1) (BDS\$127,247.00) p.a.; (Starting Salary)

                                  \*Not-Ordinarily Resident:  
(Position Grade: FP-04/1 (US\$61,759.00) p.a.; (Starting Salary)

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bridgetown is seeking an individual for the position of Public Health Specialist (HIV) in the US Centers for Disease Control and Prevention (CDC).

**BASIC FUNCTION OF POSITION:**

Under the direction of the CDC Regional Office (CRO) Director, the incumbent provides direct technical assistance and support to Health and Human Services (HHS/CDC) HIV Prevention Program activities throughout the eleven countries which comprise the CDC Caribbean Region. The incumbent works closely with U.S. Government (USG) colleagues, the Ministry of Health (MOH), and relevant partners to ensure technically competent and effective coordination of HHS/CDC support for the implementation of national health systems strategies and HIV/AIDS programs and related activities in the region. The incumbent represents CDC Caribbean Regional Office in the assigned region and serves as international expert in the design, development, implementation, and evaluation of public health prevention program. The incumbent will provide technical assistance in strategic information, laboratory systems, social and behavioral science, program development and implementation, program monitoring and evaluation strategies, and research methodology.

### SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342/227-4014).

### QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. A Master degree is required in one of the following disciplines: Public Health; Epidemiology; Behavioral Sciences or related discipline.
2. Minimum of three years' experience in the management of HIV/AIDS, STD, TB or other disease prevention programs at the local, state or international levels that entail responsibility for the development, implementation and evaluation of prevention and or/ public health program activities. The incumbent should also have experience in use of measurement methods required for M&E of international populations and health programs, including quantitative and qualitative research.
3. Level IV (fluent English), reading, writing and speaking ability is required.
4. Knowledge and understanding of the principles of organizational management. Knowledge of HIV/AIDS, STD and TB programs and evaluation strategies and techniques. Additionally, the incumbent should possess knowledge of the application of program management and the translation of evaluation data as it pertains to the improvement of program operations, guidelines, and policies. Incumbent should be familiar with the health care systems within the Caribbean Region.
5. Skill in providing leadership, direction, and technical expertise in the development, implementation, management, and evaluation of public health programs. This includes the development of program activities, evaluation designs, reliable and valid instruments, methods for data collection, and analysis and reports. Ability to lead project activities and workgroups, and to develop effective working relationships with national and international working partners. The incumbent will exercise considerable ingenuity in applying CDC and PEPFAR guidelines to unique and different settings; as the work is highly complex and can be threatening to stakeholders. The incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Incumbent should possess at least intermediate computer skills with experience/training for word processing, power point, analytical programs and spreadsheet management.

### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

**Interested candidates for this position must submit the following for consideration of the application:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATIONS TO:**

[BridgetownHR@state.gov](mailto:BridgetownHR@state.gov)

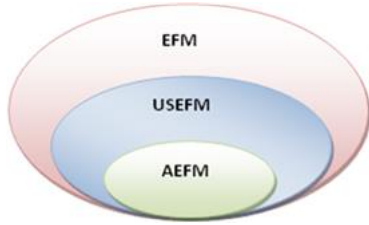
### **APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS**

**September 19, 2013**

*The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

Appendix A  
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.
- EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle,

- Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S.  
Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References